



## **Microsoft® Office Outlook® 2007: Level 2**

**Course Objective:** You will customize your environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Customize the Calendar by setting various Calendar options.
- Customize message options.
- Track work activities using the Journal.
- Assign and track tasks.
- Share folder information.
- Customize the Outlook environment.
- Locate Outlook items.
- Work with public folders.

### **Course Content**

#### **Lesson 1: Setting Calendar Options**

Topic 1A: Set Work Days and Times

Topic 1B: Display an Additional Time Zone

Topic 1C: Set Availability Options

#### **Lesson 2: Customizing Message Options**

Topic 2A: Modify Message Settings

Topic 2B: Modify Delivery Options

Topic 2C: Change the Message Format

Topic 2D: Notify Others that You Will Be Out of the Office

Topic 2E: Create a Distribution List

Topic 2F: Insert a Hyperlink

#### **Lesson 3: Tracking Work Activities Using the Journal**

Topic 3A: Automatically Record a Journal Entry

Topic 3B: Manually Record a Journal Entry

Topic 3C: Modify a Journal Entry

**Lesson 4: Managing Tasks**

Topic 4A: Assign a Task

Topic 4B: Reply to a Task Request

Topic 4C: Send a Task Update

Topic 4D: Track Assigned Tasks

**Lesson 5: Sharing Folder Information**

Topic 5A: Specify Folder Permissions

Topic 5B: Delegate Access to Folders

Topic 5C: Access Another User's Folder

Topic 5D: Send Calendar Information in an Email Message

**Lesson 6: Customizing the Outlook Environment**

Topic 6A: Customize the Toolbar

Topic 6B: Create a New Toolbar

Topic 6C: Customize the Menu Bar

Topic 6D: Customize the Quick Access Toolbar

Topic 6E: Customize the To-Do Bar

Topic 6F: Create a Folder Home Page

**Lesson 7: Locating Outlook Items**

Topic 7A: Sort Messages Using Multiple Criteria

Topic 7B: Find Messages

Topic 7C: Find Outlook Items Using Multiple Criteria

Topic 7D: Filter Messages

Topic 7E: Organize Messages

Topic 7F: Manage Junk Email

**Lesson 8: Working with Public Folders**

Topic 8A: Create a Public Folder

Topic 8B: Add Users to a Public Folder

Topic 8C: Post Information in a Public Folder

Topic 8D: Send an Email Message to a Public Folder